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Classification

REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO. DLS/OTR/SIWA--10

1. TITLE OF REPORT (if a fill-in report include Form No.)
Component Training Evaluation

2. TYPE OF REPORT: [ ] STATISTICAL [x] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [x] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [ ] SECURITY [ ] OTHER (Specify); [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED: 2

5. FREQUENCY (weekly, monthly, quarterly, etc.): Annually

6. DISTRIBUTION (No. of components not number of copies): 1 (EA/TR) STAT

7. FORMAT (memorandum, form computer print-out, etc): Memo

8. ADP PROCESSING: [ ] YES [x] NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: HR [ ] Memo 68-4368, 17 Oct 68, from Ex Dir-Compt to DTR

10. PREPARING COMPONENT (include lowest level contributing information to report)
DC/SIWA

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
3 (from individual faculty members), memos with same title

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
15	$12.80		25		$320.00		1		$320.00
13(2)	9.10		41		373.10		1		373.10